

Professional and Managerial Branch
Planning Group
Community Development Series

**COMMUNITY DEVELOPMENT GRANTS
AND PROGRAM ADMINISTRATOR**
07/96 (SAC)

Summary

Under general direction, manage Housing and Urban Development (HUD) consolidated planning function and development, implementation and evaluation of grant funded community development programs through subordinate professional supervisors.

Typical Duties

Direct the Consolidated Plan planning process for the Community Development Block Grant (CDBG), HOME and Emergency Shelter (ESG) Programs. Involves: implementing methodology for gathering required data and assessing community needs; setting priorities, developing strategies and establishing goals for housing and non-housing community development programs; developing public participation methods and obtaining citizen input; providing technical assistance to potential sub-grantees; conducting eligibility determinations; coordinating the proposal review process and preparing the Consolidated Plan and the Annual Plan for submission to HUD after adoption by City Council.

Prepare applications for federal, state and local governmental and private funding sources that relate to community development objectives. Involves: conducting research to identify federal, state and local funding sources; correlating available funding with City community development needs; coordinating the preparation of grant applications, including the preparation of technical reports and required documents; reviewing and analyzing grant applications and program budgets to ensure conformance with applicable rules, regulations and guidelines; preparing and submitting required compliance reports.

Implement Community Development grants and projects. Involves: developing detailed project scopes and implementation schedules; providing technical assistance to nonprofit agencies to carry out housing, construction, economic development or public service projects; supervising the environmental review process; conducting land acquisition activities in accordance with federal regulations; preparing program contracts and project budgets; developing and implementing program improvements and policy changes; monitoring project budgets and controlling expenditures in accordance with budget allocations; and overseeing the HUD Integrated Disbursement and Information System (IDIS) for CDBG and ESG activities.

Evaluate programs in accordance with grant and City guidelines. Involves: monitoring performance and evaluating the results and effectiveness of grant programs; preparing and ensuring timely submission of required reports and grant applications; coordinating changes to project scope and contract provisions with private and public agency representatives and officials and with other City departments; scheduling and directing inspection of grant agencies for compliance with program guidelines.

Act as liaison with federal, state and local governmental agencies and the public. Involves: preparing and delivering presentations during public meetings to solicit participation from citizens and groups; recommending programs, policies and procedures to advisory committees and to City Council; promoting public private partnerships with other agencies in the community.

Supervise designated exempt and nonexempt supervisory and non-supervisory professional, technical, administrative and clerical personnel. Involves: maintaining harmonious management-employee relations; scheduling, assigning, instructing in and guiding, and checking work; conducting or arranging for employee training and development; appraising performance and reviewing appraisals prepared by subordinate supervisors; effectively participating in hiring and terminating, counseling, disciplining or changing status of subordinates; enforcing personnel rules and regulations including those pertaining to standards of conduct, attendance, safety and work practices.

Perform related professional and managerial duties as assigned. Involves: substituting, if assigned, for immediate supervisor during temporary absences by performing designated duties and responsibilities sufficient to maintain continuity of normal operations, and similarly substituting for subordinates or coworkers; participating in development of department budget and controlling expenditures together with preparing budget requests for own division; preparing and maintaining regular and special reports and records of division activities.

Training and Experience: Graduation from an accredited college or university with a Bachelor's Degree in Business Administration, Planning or closely related field and six (6) years professional experience in planning, developing and implementing CDBG or related federal block grants in an entitlement city, including four (4) years in a supervisory capacity; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of CDBG and related grant programs. Considerable knowledge of: methods and techniques of planning community development/CDBG-funded projects; budget and program development and grant writing techniques; available federal, state, local, and private revenue sources; federal, state and local statutes and ordinances applicable to grant-funded activities; citizen participation methods and techniques; supervisory techniques, standards of conduct and work attendance, and safe working practices and procedures.

Ability to: understand and interpret regulations, contracts, manuals and proposals affecting grant projects; perform research studies and identify available funding sources; understand and follow rules and guidelines for preparing grant applications and implementing grant programs; express oneself clearly and concisely, both orally and in writing; establish and maintain effective working relationships with fellow employees, officials and the general public; maintain records and prepare reports; firmly and impartially exercise managerial authority and enforce established rules and regulations; prepare comprehensive analytical reports and maintain related detailed records.

Skill in operation of personal computer and installed software.

Licenses and Certificates: Valid U.S. driver's license.

Director of Personnel

Department Head